Don't just *do* good, be good at it!

Diploma of Governance

Now fully online. Study at your own pace, guided by not-for-profit governance experts.

INSTITUTE OF COMMUNITY DIRECTORS AUSTRALIA
▸Knowledge ▸Connections ▸Credentials

an enterprise of
ourcommunity.com.au
Where not-for-profits go for help

WHY THIS COURSE?

1. Because it's flexible

You can complete this course entirely online, gaining a qualification in your own space and at your own pace (within 12 months).

You'll learn through a combination of individual work and scheduled meetings with your trainer and other course members, benefiting along the way from foundational videos, written resources, interactive webinars and online discussion boards.

2. Because it's good for your career

Formal qualifications like the Diploma of Governance can advance your career opportunities as well as your community contributions.

3. Because not–for-profit directors are different

Governing a not-for-profit is different from running a company. This course has been designed from the ground up to be specifically relevant for the not-for-profit sector.

4. Because it's applicable to your needs

This course works for people seeking a board position, brand new board members, experienced board members, and senior staff who work with boards.

5. Because it will link you in with peer support

You will join a growing alumni of not-for-profit governance specialists, giving you access to deep connections and a vibrant network of believers and doers.

6. Because it's respected

This is the only governance qualification specifically designed for the not-for-profit sector. Your new post-nominals (Dip.Gov., FICDA) will highlight your credentials as a member of this expert network.

7. Because it's practical

Course content is drawn from the experience and wisdom of the Institute of Community Directors Australia and Our Community teams, who have trained more than 140,000 not-for-profit volunteers and professionals.

8. Because being a community director is not a hobby

Board work (especially not-for-profit board work) is becoming increasingly complex. You need to know what your legislative and compliance requirements are.

9. Because it opens new pathways

Our Diploma can help you gain entry into higher-level qualifications at university. In addition, when you enrol, you are awarded membership of the Institute of Community Directors Australia and, by extension, you're considered a 'responsible person' in the eyes of the ATO, clearing a hurdle to certain board appointments which require this status.

10. Because we know you're going to love it

We have received rave reviews about our Diploma. We've been told by CEOs and board members who have completed the course that it's relevant to the unique needs of leaders in the not-for-profit sector, that it's practical, and that the lessons are instantly applicable.

COURSE SNAPSHOT

Diploma of Governance

The Institute of Community Directors Australia (ICDA) is offering a Diploma of Governance designed for the board members of Australian not-for-profit boards and committees, and the CEOs and other senior staff who work alongside them.

ICDA is an enterprise of Our Community, which has been delivering high-quality, practical governance training and support for the Australian not-for-profit sector for more than two decades.

The training materials and assessments for this qualification have been developed by the Institute of Community Directors Australia, which also completes all training and assessments. Upon successful completion of this course, students will be issued with a certificate of completion from ICDA.

Both prospective and current members of boards are eligible for enrolment. Deep knowledge of a not-for-profit organisation is highly desirable.

Course participants receive:

· 18-month membership of the Institute of Community Directors Australia

· A quality learning environment that provides practical outcomes

· Relevant and challenging case studies drawn from the not-for-profit environment

· Exposure to a diverse range of views and approaches to governance, recognising that one size does not fit all

· A program that provides value for all participants regardless of whether they are completely new to a board or have had longer-term involvement and experience

· Ongoing trainer contact and interaction to assist progression with assessment over the 12 months

· Support beyond the Diploma program through supporting materials, resources and networking opportunities

Post nominals:

· Students who successfully complete the requirements of the Diploma of Governance will be eligible to use the post-nominals:

Dip. Gov., FICDA (Fellow of the Institute of Community Directors Australia)

LEARNING ONLINE

You will have access to an easy-to-use, purpose-built Student Portal where you'll draft and lodge assessments, view video content, and contact and interact with your trainer as well as other students in your group.

Through the Student Portal, you will access and explore rich content relating to your studies, aided by our dedicated team of trainers and support staff who are on hand to provide guidance and support.

Hardcopy course materials

We're serious about sustainability. We won't provide hard copies of course materials (course notes, slides, assessment questions etc.) All of this material will be available from the Student Portal. You will be able to access and download digital copies of all required documents.

Institute of Community Directors Australia membership

You will receive 18-months access to the Institute's extensive online resource centre for not-for-profit board/ committee members and staff supporting boards.

The resource centre includes a Board Matching Service, an extensive suite of template policies, help sheets, a regular not-for-profit governance newsletter, and more.

You'll also gain access to the Institute of Community Directors Australia's Forum, where you can engage with other students and the broader ICDA membership, to explore the governance matters that are most important to you.

"The number one thing I've gained from the Diploma of Governance is a much better understanding of the legislative and compliance requirements of the board. I'm confident now that I understand the various parts of good governance and compliance, and what I need to do to ensure we meet our requirements in those areas."

Stephanie Jackson, Board Member, WA

"Studying for the diploma was an excellent way to cement my current knowledge and practice and identify skills gaps. Our organisation surpassed its income target in 2015 and I attribute part of that to undertaking the Diploma of Governance. I would strongly recommend the diploma and I want to take this opportunity to thank the Institute of Community Directors Australia team. Their vision for, and support of, the not-for-profit sector is unparalleled."

Rhyll Dorrington, Chief Executive Officer, VIC

COURSE CONTENT

The course content consists of 12 units.

Along with the foundational videos and materials you will access online, you will also attend six scheduled online tutorials where you will participate in board simulations, role-playing exercises and engage directly with your trainer and other students in your class.

The board simulations and exercises undertaken during the six scheduled real-time tutorials will be observed and assessed by your trainer.

Undertake the roles and responsibilities of a board member
- Working within the structure of the organisation
- Managing competing roles and responsibilities
- Following legal requirements when carrying out board duties
- Monitoring operations
- Receiving and acting on community and stakeholder feedback
- Participating in successful meetings

Review and apply the organisation's constitution
- Linking the purpose of the organisation to the constitution
- Identifying legislation that can impact on provisions of the constitution
- Formulating and updating the constitution
- Making sure everyone in your organisation understands and uses the constitution

Maintain and protect cultural values in the organisation
- What is culture?
- Respecting cultural diversity
- Applying cultural practices to governance processes
- Dealing with potential and actual cultural exploitation
- Dealing with potential and actual stereotyping and prejudice
- Determining the effects of new legislation and policy on the organisation

Communicate with community stakeholders
- Board and organisational culture
- Communicate with community stakeholders
- Outlining organisational community stakeholder engagement strategy
- Community consultation methods
- Effective stakeholder communication strategies for sharing information with individuals and groups
- Information gathering, analysis and presentation methods

Conduct organisational strategic planning
- Establishing the strategic planning process
- Developing and reviewing the organisation's values, vision and purpose
- Analysing the internal and external factors that impact on the organisation's strategic plan
- Establishing strategic objectives and strategies
- Monitoring and evaluating strategic performance

Monitor organisational finances

- Establishing a financial management structure
- Establishing financial management processes and systems
- Signing contracts on behalf of the organisation
- Following finance procedures specified by funding bodies
- Advising the community of the financial situation of the organisation
- Meeting reporting requirements of relevant corporate authorities and funding bodies

Seek and apply for funding opportunities

- Funding options
- Identifying and contacting funding bodies
- Preparing a case for funding
- Promoting the case for funding
- Writing funding applications and proposals
- The process for appeal

Lead and manage organisational change

- Identifying change requirements and opportunities
- Developing a change management strategy
- Implementing a change management strategy

Manage recruitment, selection and induction processes

- Managing recruitment, selection and induction processes
- Establishing a recruitment and selection process
- Recruiting and selecting staff
- Negotiating an employment contract
- Working with the manager
- Managing staff induction

Communicate with Influence

- Obtaining authorisation and acting ethically
- Developing and participating in networks
- Receiving and providing information relating to the work of the organisation
- Becoming informed about organisational policies, current operations and local politics
- Promoting the work of the organisation
- Presenting and advocating persuasively

Manage board or committee and organisational conflict

- Identifying existing and potential conflict
- Considering the conflict situation
- Developing resolution strategies in accordance with legislation and an organisation's constitution
- Using strategies to resolve conflict

Undertake negotiations

- Planning for negotiation
- Conducting negotiation
- Finalising negotiation outcomes

ASSESSMENT

You will be required to complete a competency-based assessment for each of the 12 units included in this course.
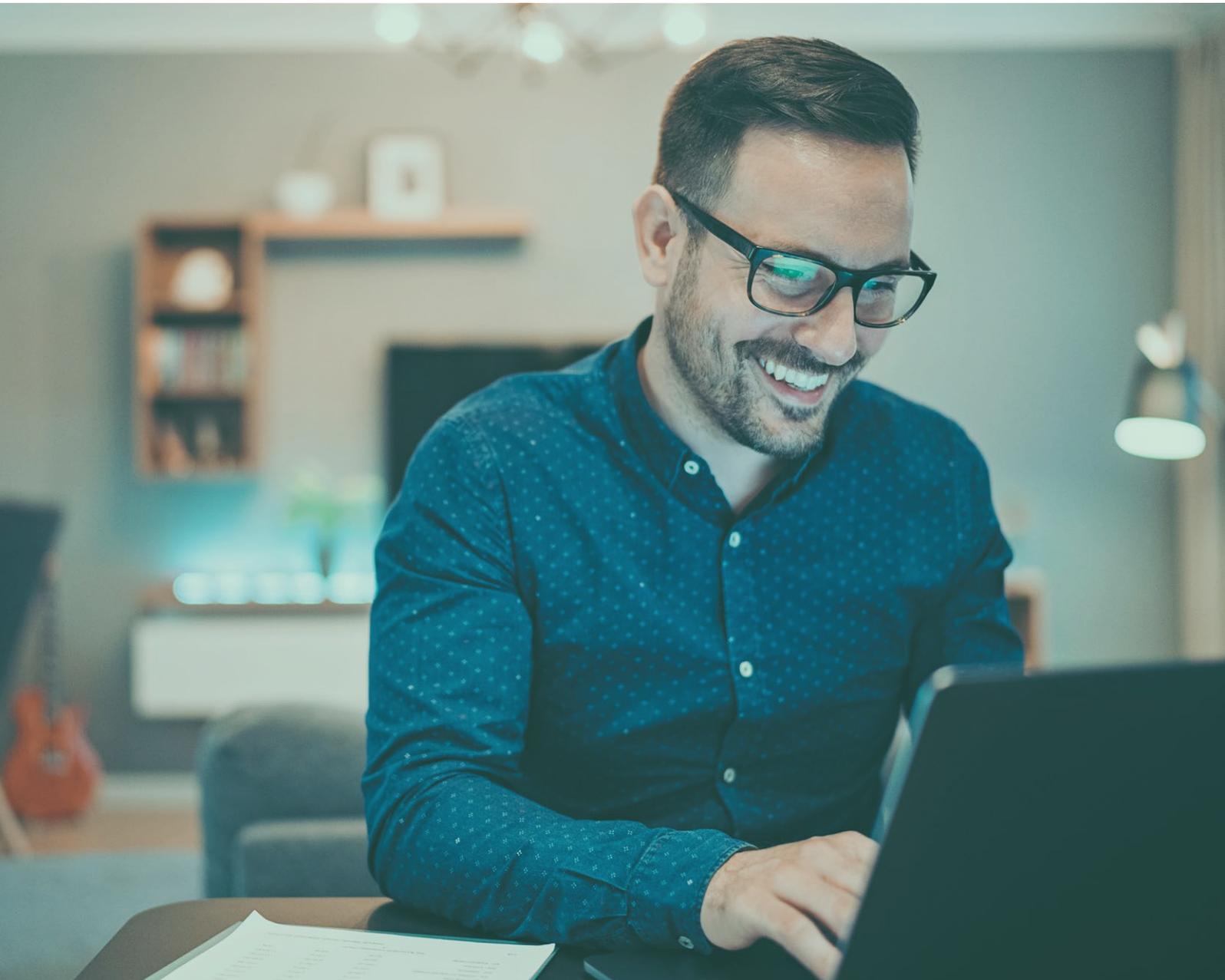
These competency-based assessments aim to ensure that you have not only absorbed the content but are also able to implement actions. Where possible, we will ask you to think about how assessment tasks could be implemented in your own organisation.

Assessment tasks include written responses, participation in online discussions, presentations, board simulation activities and gathering and collating information together for a portfolio.

We expect that all assessments will be completed within 12 months of commencing the course.

During the time you are completing your assessments, you will have the support of your trainer and will lodge your work through our easy-to-use Student Portal.

You can expect our dedicated support staff and tutors to support and guide you through each stage of your learning. In return, we expect you to apply yourself and to take advantage of the resources and information made available.

ENROLMENT & FEES

To be accepted for this course, you must:

1. **Complete the Course Application Statement**, which will help us gauge your motivation, interest, academic capacity, and English language skills, as well as your governance, community, business and/or life experience

2. **Have the time and motivation** to participate fully and actively in all aspects of the course

3. **Have the ability to engage with all components of the course**, including access to a computer with a good internet connection and modern browser (Chrome, Firefox, Edge etc) from the first day of the course

4. **Have a commitment to transferring knowledge** gained to a not-for-profit/community organisation

Boards that are more diverse tend to be more effective. Therefore, it stands to reason we want this course to be inclusive, and for our students to reflect the broad spectrum of skills and backgrounds that are found across the Australian community.

If you feel our entry requirements present an unreasonable barrier to entry for you, **call us on 03 9320 6805 or email us at:** training@ourcommunity. com.au. **We will do our best to accommodate your request and help you achieve your goals.**

Fees

The enrolment fee for the Diploma of Governance is $4500, comprising tuition fee, assessment, portal support and administration. This fee is payable in full no later than 10 working days before commencement of the course.

As there is an expectation that all participants are committed to completing the assessment and receiving the Diploma, there can be no refund (partial or otherwise) if assessments are not completed.

Students will have access to reference materials via the student portal. Our sustainability policy precludes us from printing copies of these materials.

At this stage, there is no government fee assistance for this course; however, ICDA works with various partners to allow us to regularly offer part-payment and full-payment scholarships (see www.communitydirectors. com.au/training/diploma-scholarships)

Bookings, cancellation and refunds policy

50% of the fee is refundable if notice of cancellation is received more than 10 working days prior to the start of the course.

No refund is available where notice of cancellation is received less than 10 working days prior to the start of the course. Substitution of attendees may be permitted. Written notice is required for cancellations and substitutions. It is not possible to transfer registration to other courses.

Apply today:
www.communitydirectors.com.au/apply

QUALIFICATIONS & POST-NOMINALS

If you successfully complete the Diploma of Governance you will be eligible to use the post-nominals:

· **Dip. Gov.** and,

· **FICDA - Fellow of the Institute of Community Directors Australia** (while you remain a financial member of the Institute of Community Directors Australia)

Those who complete the course (including minimum attendance requirements) but do not submit assessments, or do not complete assessments satisfactorily, are still eligible for recognition via the Institute of Community Directors Australia, through the use of the post-nominal:

· **MICDA - Member of the Institute of Community Directors Australia** (while they remain a financial member of the Institute of Community Directors Australia)

Career Opportunities

Completing this course will see you better placed for the remainder of your career, developing skills and knowledge across a broad range of governance competencies.

Career opportunities that require the skills you will develop include:

· Corporate, government and not-for-profit board roles
· Governance administration and management roles
· Voluntary committee memberships

Your professional toolkit will also be expanded by the network of likeminded not-for-profit students you encounter through your studies. Through this course, former students have built professional relationships that are certain to pay dividends well into the future.

Further, the Institute of Community Directors Australia is committed to connecting skilled governance experts to career opportunities through a Board Matching service. You can learn more about this service at **www.communitydirectors.com.au/board-positions**.

ABOUT US

The training materials and assessments for this qualification have been developed by the Institute of Community Directors Australia (ICDA). All training and assessment will be completed by ICDA staff. Upon successful completion of this course, students will be issued with a certificate of completion.

About the Institute of Community Directors Australia

The Institute of Community Directors Australia is the best practice network for Australian not-for-profit board/committee members, and the managers and staff who support them.

An Our Community enterprise, the Institute is Australia's leading provider of information, tools, training and qualifications for not-for-profits.

The Institute strives to be:

- **Community focussed -** our courses and resources are for not-for-profits, no one else.
- **Honourable -** we respect the people who are working to make our communities stronger. We reflect that respect in the quality and range of the services we provide.
- **Actually useful -** no padding, just the stuff that's really needed in the not-for-profit world.
- **Networked -** we are plugged in to the not-for-profit world; we help our members plug in too.
- **Grounded -** no jargon, no nonsense, no theory without practical application.
- **Ethical -** ethics and innovation are at our core.

Community Directors Council

The Community Directors Council is ICDA's advisory arm and brings a wealth of talent, experience, skills and direction to the organisation.

The council is chaired by former Australian Charities and Not-for-profit Commission (ACNC) commissioner and Adjunct Professor Susan Pascoe AM, with the other members all top not-for-profit advocates and thinkers. The rest of the board includes:

Emeritus Professor Myles McGregor-Lowndes
The Australian Centre for Philanthropy and Nonprofit Studies, Queensland University of Technology Business School

Professor Emerita Cynthia Mitchell
University of Technology Sydney

Ms Jahna Cedar OAM
Director, Policy, Evaluation and Indigenous Engagement, IPS Management

Dr Sonja Hood
CEO, Community Hubs Australia

Ms Jodi Kennedy
General Manager, Charitable Trusts and Philanthropy, Equity Trustees

Ms Sheena Boughen OAM
Culture strategist, community activist, arts leader

Mr Pablo Alfredo Gimenez
Social enterprise development manager, Centre for Participation

Ms Catherine Brooks
Senior Advisor, Wendy Brooks and Partners

Adjunct Professor Anne Cross AM
Non-executive director, former Uniting Care Qld CEO, Adjunct Professor, School of Nursing, Midwifery and Social Work, University of Queensland